



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
VACANCY ANNOUNCEMENT 15-04**

POSITION TITLE: Administrative Assistant to the Clerk of Court	LOCATION: Cleveland, Ohio
POSITION TYPE: Full-time permanent	SALARY RANGE: CL 25 to CL 27 (\$40,236 - \$79,167)
OPENING DATE: 04/07/2015	CLOSING DATE: Open until filled. First consideration given to applications received by 04/27/2015.

The U.S. District Court for the Northern District of Ohio, Cleveland Clerk's Office, has an immediate opening for an Administrative Assistant to the Clerk of Court in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous Federal court experience. Promotion to CL 26 or 27 without further competition.

POSITION OVERVIEW

This position provides high-level administrative support services to the Clerk of Court and Chief Deputy Clerk, manages the administrative workflow of the front office, and completes special projects as assigned. The ideal candidate possesses the utmost discretion and professionalism as the position requires a great deal of confidentiality and interaction with internal and external customers and stakeholders. The incumbent will manage administrative tasks and processes to ensure compliance with the appropriate guidelines, policies, and approved internal controls as well as deadlines and customer expectations. This individual is a member of the Clerk's Office administrative staff and provides services to the bench, bar and public.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, excellent PC skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task.

QUALIFICATIONS

Minimum of two years of progressively responsible administrative experience in an executive office environment which requires the daily exercise of tact, good judgment, decisiveness, resourcefulness, poise and initiative. Demonstrated excellence in written and oral communications skills required. Previous experience must have included responsibility for creating, proofreading and editing correspondence and documents for spelling, grammar, punctuation and syntax. Administrative skills must include proficiency in document preparation, file maintenance, record keeping, and preparation of presentation materials. Personal computer skills are essential.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university.

JOB REQUIREMENTS

- Skill and ability to manage an executive office in a professional environment.
- Highly motivated, self-starter able to work in a fast-paced, ever-changing environment, with exceptional time-management skills.
- High attention to detail with organization a high priority and professional presence a must.

- Administrative skills that include proficiency in document preparation, creating and editing correspondence, file and directory maintenance, record keeping, and general office management.
- Skill in written and oral communications, including the writing, editing and proofreading of documents for spelling, grammar, style, abbreviations and correct legal citation formats.
- Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment.
- Excellent customer service skills and the ability to exercise discretion, maintain confidentiality and interact tactfully with a wide variety of internal and external customers. Strong ability to multi-task. Ability to exercise mature judgment. Applicants must have the ability to manage multiple tasks and projects and adapt to changing priorities.
- High level of computer skills (proficient in WordPerfect, Word, PowerPoint & Excel).

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov.

INFORMATION FOR APPLICANTS

The court will not reimburse applicants for travel or relocation expenses. A general skills assessment test will be administered after the interview. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

BENEFITS

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, and paid holidays
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit)
- Group life insurance and long term care insurance
- Participation in the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Extensive on-line training options
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY

To apply, submit a cover letter (including position title and announcement #), a detailed resume, two professional references, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov to the address below. Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. E-mailed documents must be in WordPerfect, Microsoft Word, or PDF format. Use only one method of application. **Incomplete submissions will not be considered.**

United States District Court
Attn: Human Resources, 15-04
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.